

44.807 Checklist for dealing with motions - Victoria Artificial Intelligence Society

CHECKLIST FOR DEALING WITH MOTIONS

- 1 Motion in order:
 - Within scope of meeting and rules?
 - Commences with "That" and expressed in affirmative?
 - Clearly stated, and not vague, ambiguous, poorly stated, abusive or defamatory, contrary to meeting procedure or law?
 - If required by chairperson, written copy handed in?
 - Motion not so long or complicated as to require division by chairperson?
 - Moved and seconded?
 - Accepted by chairperson?
- 2 Debate:
 - Mover speaks first?
 - Secunder speaks next, or reserves right to speak?
 - All speakers first recognised by and speak through chairperson?
 - Speaker against?
 - Speaker for?
 - Irrelevant, offensive, tedious or repetitious material avoided?
 - Speakers only speak once, unless in accordance with recognised exceptions?
 - Mover accorded right of reply?
 - No speakers allowed after mover's right of reply exercised?
- 3 Any amending motions:
 - Not contrary to main motion, irrelevant or contrary to proper procedure?
 - Not moved or seconded by anyone who has already spoken?
 - Debated (in accordance with 2. above)?
 - Note that mover and seconder of main motion entitled to speak to amendment, as may other previous speakers
 - Amendment may not itself be amended
 - Debate resumes on main motion (as amended, if amendment passed)?
- 4 Voting on motions:
 - Motion restated before vote?
 - Votes for and against sought?

- Only members' votes taken into account?
- Member's vote not changed?
- Chairperson exercises casting vote only if permitted by rules?
- Proxy votes (if permitted) only taken into account on a poll?
- Poll taken if requested?
- Motion carried by appropriate majority?
- Result of vote declared by chairperson?
- Nature of member's vote recorded as requested?
- Where motion passed unanimously, this is recorded?

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